

Job Announcement

Vacancy Type: External
Recruitment: Open Until Filled
Positions: Registered Nurse Senior
Location: Kansas Soldiers' Home at Fort Dodge
Requisition: 179893, 179892
Pay: Grade 30; Step 14; \$29.73 hourly plus 10% base shift differential

The Kansas Soldiers' Home at Fort Dodge is looking for a dependable individuals to work as a Registered Nurse / part-time (PRN) or full time to fill in for variable shifts in our long-term care unit. Our residents are looking for someone who is friendly, has a caring heart and attitude and someone they can count on to be at work as scheduled. If you're interested in being part of a team taking care of veterans please read further.

As a Registered Nurse Senior, you will:

Coordinate the nursing care of assigned residents by planning and supervising the work of a staff of lower level nurses, non-professional and paraprofessional nursing care personnel assigned to the work area; provide direct nursing care; supervise regular or special treatments, including physical, chemical and other treatments prescribed.

Perform a nursing assessment by observing the resident, taking residents medical/psychiatric history, and analyzing appropriate records and reports received; assist and/or develop a nursing care plan to incorporate the nursing approach to problem solving for the resident; reviews and revises nursing care plans in a timely and appropriate manner. Monitor the progress of residents and recommend changes in the treatment plan, make rounds with the physician, instruct on self-care techniques.

Make nursing rounds and review resident records as applicable. Serve as a resource person or consultant to other nursing staff members. Provides primary care to residents and teaches residents and/or family members home care techniques as applicable.

Interact with residents in a therapeutic manner, providing guidance, direction and support to appropriate behavior, activities and life processes.

May serve as the only direct care registered nurse on duty on the day, evening or night shift providing nursing treatment services in designated areas and emergency medical services on a facility wide basis.

Call the physician as necessary. Accept and carry out physicians orders. May draw blood for lab tests. Set up and administer medications, IV fluids and administer treatment. Determine elimination needs and acts accordingly. Provide appropriate evening/night time care for residents to ensure comfort and sleep. Make rounds after bedtime care to insure resident is asleep and without needs.

Assist with certified nurse aides and licensed practical nurses evaluations as applicable and as requested by the shift supervisor or DON.

Receive and give change of shift report. Count narcotics, controlled drugs and record the outcome of the count. Admit and dismiss residents, take history. Assess newly admitted resident needs and report to the physician if deemed necessary. Check supplies and report any needed supplies. Delegate someone to lock exterior doors after second shift staff has departed and to unlock doors in the morning. Perform related work as required.

Will coordinate and/or assist with the Kansas Soldiers Home programs for Infection Control, Wound Management, and Employee Health. Will also participate in the resident MDS+ and Care Plan programs as applicable.

Minimum Requirements:

Eligible to be licensed as a Registered Nurse (RN) in the State of Kansas and one year of experience in registered nursing.

Minimum Competencies:

Knowledge of: 1) applicable Federal and State Laws, 2) accreditation standards and regulations, and 3) internal working relationships of the facility staff.

Ability to: 1) apply nursing techniques as directed to patient care situations, 2) coordinate the services of a staff of professionals to provide appropriate nursing care to a group of patients, 3) follow specific or general procedures and directions, 4) prepare and maintain records, charts and reports, 5) maintain a helpful and sympathetic attitude towards patients under trying conditions and to maintain harmonious working relationships with subordinates and supervisors, and 6) supervise and instruct a subordinate staff of professional, paraprofessional and non-professional personnel responsible for the care and treatment of the physically ill, mentally ill, emotionally disturbed and or developmentally disabled.

Preferred Criteria:

Prefer six months work experience with geriatric population.

HOW TO APPLY:

The application process has 4 REQUIRED STEPS.

STEP 1: Register by completing the online Personal Data Form at <https://admin.ks.gov/services/state-employment-center/sec-home/state-employment/register-personal-data>

(Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <https://admin.ks.gov/services/state-employment-center/sec-home/state-employment/apply>

STEP 3: Submit your **online application** to the Veterans' Commission as designated on this job announcement.

STEP 4: Submit additional **required documents** to the specific recruiter designated on this job announcement.

A Tax Clearance Certificate is required for all applicants. Obtain your certificate by following the instructions at <http://www.ksrevenue.org/taxclearance.html>

Include your name and job requisition number on all correspondence when submitting documents to the designated recruiter.

Your application will be considered incomplete and you may be found ineligible if you fail to submit all required documentation by the closing date of the vacancy announcement.

Required Documents:

- Online State of Kansas Application form (send to *Veterans Commission*)
- Kansas Tax Clearance Certificate, (resume and cover letter optional)
 - (send to kcvajobs@gmail.com)

KANSAS TAX CLEARANCE CERTIFICATE REQUIRED: Each applicant applying for a State of Kansas job vacancy must obtain a valid Kansas Certificate of Tax Clearance by accessing the Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html> A Tax Clearance is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. A Tax Clearance expires every 90 days. **Applicants are responsible for submitting a valid certificate with all other application materials to the hiring agency.** This is in accordance with Executive Order 2004-03. If you need assistance with the tax clearance, please contact 785-296-3199.

Recruiter Contact Information:

Name: Kim Tatum

Phone: 620-227-2121 ext 113
FAX: 620-408-9242
Email: kcvajobs@gmail.com

Agency Information:

Kansas Commission on Veterans' Affairs Office
<http://www.kcva.ks.gov>

How You Will Be Evaluated:

Once you complete and submit your application materials, your application will be reviewed to ensure you meet the minimum and any necessary special requirements. Next, your application will be evaluated and rated based on preferred competencies and criteria for the position.

What To Expect Next:

After your application is evaluated and ranked, you may be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome after the selection process is complete. You may call or email the recruiter contact listed to inquire about your application.

Veterans Preference' Eligible (VPE):

Former military personnel or their spouse that have been verified as a "veteran" under K.S.A. 73-201 will receive an interview if they meet the minimum qualifications and competency factors of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determine by the hiring manager. Additional VPE information can be found at <http://da.ks.gov/ps/aaa/recruitment/veterans.htm>

Individuals with disabilities are encouraged to contact the agency recruiter if reasonable accommodations are needed for any part of the application or hiring process.

The Kansas Commission on Veterans Affairs Office is an Equal Opportunity Employer